CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-106
	OFFICE OF FINANCE	Division: **MANAGEMENT INFORMATION TECHNOLOGY**
Item No.	Description	Retention
1.	**General Correspondence** Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	**Contract and Agreement Records** Contract and Agreements related to City electronic data processing equipment and software.	Retain for five years, then destroy.
3.	**Disaster Recovery Procedures** Disaster recovery plans and procedures for computer- related operations.	Retain until superceded, then destroy.
4.	**Operations Logs** Backup logs, operation logs and notes, downtime records.	Retain for three years, then destroy.

M. Kathleen Sulick, CPA
Department Director

2/29/00
Date

P. Bembe
City Clerk

3/10/00
Date

Edward C. Papenfuse
Schedule Approved by State Archivist

APR 2 7 2000
Date

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-106
OFFICE OF FINANCE		Division: **MANAGEMENT INFORMATION TECHNOLOGY**
Item No.	Description	Retention
5.	**Operations Manuals** Directions and reference manuals used by computer operations staff.	Retain until superceded, then destroy.
6.	**Software Investigation Requests** Software change requests.	Retain for three years, then destroy.
7.	**Hardware/Software Problem Report** Work orders; logs and description of PC and Mainframe computer hardware and software problems.	Retain for three years, then destroy.
8.	**Electronic Databases** Computer Databases files.	Delete or destroy entire file or individual records when no longer administratively useful.
9.	**Security Backup & Recovery** Backup tapes of data files, program and control files.	Retain off-site until replaced or superceded, then destroy.
10.	**Computer Program and Control Files** Computer application program listing and electronic copy (source and object) and control procedures and operating system files.	Retain until all electronic records created using the programs have been destroyed or converted to another program or format, then delete or destroy.
11.	**Inventory Records** Hardware and software, manuals, and licensed software for all departments.	Retain until superceded, then destroy.

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Contract & Agreement Access	5. Earliest Year/Latest Year ~~1~~1984 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Contract & Agrements related to City EDP equipment & Software

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (Specify) _____	Number ☒ File Drawer(s) 1/10 ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☐ Other (Specify) _____

10. Annual Accumulation

Number
☒ File Drawer(s) Very small
☐ Microfilm Reel(s) 0
☐ Computer Tape(s) _____
☐ Other (Specify) _____

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly Seldom	12. File Becomes Inactive After _____ 2 ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg. Floor, Room) MIT	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☐ No ☒ Yes FINANCE
15. Access Restrictions ☐ Yes ☒ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☒ No	18. Recommended Retention VSL &A GS-14

19. Name and Title of Preparer   PAUL M. THORN, MIT MGR
20. Telephone Number 263-7945	21. Date 9-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Correspondence	5. Earliest Year/Latest Year 1984 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Memorandums to/from various depts & employees.
Letters to/from various vendors
electronic mail

7. Record Series Format(s)

☒ Letter Size ☐ Micro Film
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☒ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____
_____
_____
_____
_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (Specify) _____
_____
_____

9. Volume

Number

☒ File Drawer(s) 45
☐ Microfilm Reel(s) _____
☐ Computer Tape(s) _____
☐ Other (Specify) _____

10. Annual Accumulation

Number

☐ File Drawer(s) 410
☐ Microfilm Reel(s) _____
☐ Computer Tape(s) _____
☐ Other (Specify) _____

11. File is Used ☒ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After ? ____ Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg. Floor, Room) MIT	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☒ No ☐ Yes

15. Access Restrictions ☐ Yes ☒ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☒ No	18. Recommended Retention Retain as long as administratively required, then destroy

19. Name and Title of Preparer   Paul M. Thorn

20. Telephone Number 263-7945	21. Date 9-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Disaster Recovery Procedures	5. Earliest Year/Latest Year _1993_ to _Present_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Disaster Recovery plans & Procedures for computer related operations

7. Record Series Format(s)

☒ Letter Size   ☐ Micro Film
☐ Legal Size   ☐ Computer Tape
☐ Bound Book   ☐ Floppy Disk
☐ Audio Tape   ☐ Video Tape
☐ Other (Specify) _____
_____
_____
_____
_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (Specify) _____
_____
_____

9. Volume

Number

☒ File Drawer(s)___1/10___
☐ Microfilm Reel(s)_____
☐ Computer Tape(s)_____
☐ Other (Specify)_____

10. Annual Accumulation

Number

☒ File Drawer(s)___1/10___
☐ Microfilm Reel(s)_____
☐ Computer Tape(s)_____
☐ Other (Specify)_____

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly ☒ Quarterly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg. Floor, Room) MIT	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☐ No ☒ Yes FINANCE
15. Access Restrictions ☐ Yes ☒ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☒ No	18. Recommended Retention Retain until superceded, then destroy

19. Name and Title of Preparer   PAUL M. Thoru
20. Telephone Number 263-7945	21. Date 9-6-91

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Requests For Proposals	5. Earliest Year/Latest Year 1993 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Requests for Proposals for SOFTWARE & HARDWARE.

7. Record Series Format(s)

☒ Letter Size   ☐ Micro Film
☐ Legal Size   ☐ Computer Tape
☒ Bound Book   ☐ Floppy Disk
☐ Audio Tape   ☐ Video Tape
☐ Other (Specify) _____
_____
_____
_____
_____
_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (Specify) _____
_____
_____
_____

9. Volume

                        Number
☒ File Drawer(s)___1/2_____
☐ Microfilm Reel(s)_____
☐ Computer Tape(s)_____
☐ Other (Specify)_____

10. Annual Accumulation

                        Number
☐ File Drawer(s)____0_____
☐ Microfilm Reel(s)_____
☐ Computer Tape(s)_____
☐ Other (Specify)_____

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly Seldom	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg. Floor. Room) MIT	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☐ No ☒ Yes FINANCE
15. Access Restrictions ☐ Yes ☒ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☒ No	18. Recommended Retention Retain 3 years, SCAN PAPER, destroy PAPER
19. Name and Title of Preparer PAUL M. YHUREW	
20. Telephone Number 263-7915	21. Date 9-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Operations logs	5. Earliest Year/Latest Year __1993__ to __Present__

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

BAckUP logs, operation logs & notes, Downtime records.

7. Record Series Format(s)

☒ Letter Size   ☐ Micro Film
☐ Legal Size   ☐ Computer Tape
☐ Bound Book   ☒ Floppy Disk
☐ Audio Tape   ☐ Video Tape
☐ Other (Specify) _____
_____
_____
_____
_____
_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (Specify) _____
_____
_____

9. Volume

½   **Number**

☒ File Drawer(s)_____
☐ Microfilm Reel(s)_____
☐ Computer Tape(s)_____
☐ Other (Specify)_____

10. Annual Accumulation

            Number
☒ File Drawer(s)__½__
☐ Microfilm Reel(s)_____
☐ Computer Tape(s)_____
☐ Other (Specify)_____

11. File is Used ☒ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg. Floor, Room) M I T	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☒ No ☐ Yes
15. Access Restrictions ☐ Yes ☒ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☒ No	18. Recommended Retention Retain for 3 years & then DESTROY

19. Name and Title of Preparer   PAUL M. THORN
20. Telephone Number 263-7945	21. Date 7-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Operations Manuals	5. Earliest Year/Latest Year _1993_ to _present_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Directions & reference manuals used by computer Operations staff

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7. **Record Series Format(s)**

- ☒ Letter Size ☐ Micro Film
- ☐ Legal Size ☐ Computer Tape
- ☐ Bound Book ☐ Floppy Disk
- ☐ Audio Tape ☐ Video Tape
- ☐ Other (Specify) _____

8. **Record Series Sequence**

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. **Volume**

Number

- ☒ File Drawer(s) _½_
- ☐ Microfilm Reel(s) _____
- ☐ Computer Tape(s) _____
- ☐ Other (Specify) _____

10. **Annual Accumulation**

Number

- ☐ File Drawer(s) _____
- ☐ Microfilm Reel(s) _____
- ☐ Computer Tape(s) _____
- ☐ Other (Specify) _____

---

11. File is Used ☐ Daily ☒ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg. Floor, Room) MIT	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☒ No ☐ Yes
15. Access Restrictions ☐ Yes ☒ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☒ No	18. Recommended Retention Retain until superceded, then destroy

19. Name and Title of Preparer PAUL M. THORN
20. Telephone Number 263-7945	21. Date 9-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title *Software Investigation Requests*	5. Earliest Year/Latest Year *1983* to *Present*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Software change Requests

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☒ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____	Number ☒ File Drawer(s) ___1___ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☐ Other (Specify) _____
		10. Annual Accumulation Number ☒ File Drawer(s) ___1___ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☐ Other (Specify) _____

11. File is Used ☒ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number

13. Current Location(s) (Bldg. Floor, Room) MIT	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☒ No ☐ Yes

15. Access Restrictions ☐ Yes ☒ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☒ Yes ☐ No S.I.R. #	18. Recommended Retention *Retain as long as administratively required then destroy 3 years*

19. Name and Title of Preparer   *PAUL M. THORN*
20. Telephone Number *263.7945*	21. Date *9-6-96*

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title *Reference files*	5. Earliest Year/Latest Year _1983_ to _Present_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

VARIOUS & MISC. Reference materials PROGRAM & Operating System MANUALS

7. Record Series Format(s)

- ☒ Letter Size
- ☐ Micro Film
- ☒ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☒ Floppy Disk
- ☐ Audio Tape
- ☒ Video Tape
- ☐ Other (Specify) _____
_____
_____
_____
_____
_____

8. Record Series Sequence

- ☒ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____
_____
_____

9. Volume

	Number
☒ File Drawer(s)	2
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☐ Other (Specify)	

10. Annual Accumulation

	Number
☒ File Drawer(s)	½
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☐ Other (Specify)	

11. File is Used

☒ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After

_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg. Floor, Room)

MIT

14. Is Record Series Duplicated Elsewhere?
(If yes, specify office)
☒ No   ☐ Yes

15. Access Restrictions ☐ Yes   ☒ No
(If yes, cite law(s) & regulations)

16. Audit Requirements

☒ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.)
☐ Yes   ☒ No

18. Recommended Retention -
Replace material as needed. Review Annually to ID & destroy material no longer Admin Reg.

19. Name and Title of Preparer *PAUL M. THORN*

20. Telephone Number 263-7945	21. Date 9-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title STAFF meeting files	5. Earliest Year/Latest Year _1983_ to _Prent_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Records & notes of staff meetings

7. Record Series Format(s)

☒ Letter Size   ☐ Micro Film
☐ Legal Size   ☐ Computer Tape
☐ Bound Book   ☐ Floppy Disk
☐ Audio Tape   ☐ Video Tape
☐ Other (Specify) _____
_____
_____
_____
_____
_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (Specify) _____
_____
_____

9. Volume

Number

☒ File Drawer(s) _/10_
☐ Microfilm Reel(s) _____
☐ Computer Tape(s) _____
☐ Other (Specify) _____

10. Annual Accumulation

Number

☒ File Drawer(s) _/12_
☐ Microfilm Reel(s) _____
☐ Computer Tape(s) _____
☐ Other (Specify) _____

11. File is Used ☐ Daily ☐ Weekly ☒ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number

13. Current Location(s) (Bldg. Floor, Room) M I.T	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☒ No ☐ Yes

15. Access Restrictions ☐ Yes ☒ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☒ No	18. Recommended Retention Retain as long as Admin. Required, then destroy

CP

19. Name and Title of Preparer   PAUL M. THORN

20. Telephone Number 263-7945	21. Date 9-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title HARDWARE/SOFTWARE PROBLEM REPORT	5. Earliest Year/Latest Year _1993_ to _Present_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

WORK orders, Logs, & DESCRIPTION OF PC & MAINFRAME Computer HARDWARE & SOFTWARE PROBLEMs

---

7. Record Series Format(s)

- ☒ Letter Size   ☐ Micro Film
- ☐ Legal Size   ☐ Computer Tape
- ☐ Bound Book   ☐ Floppy Disk
- ☐ Audio Tape   ☐ Video Tape
- ☐ Other (Specify) _____

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☒ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. Volume

½   Number

- ☒ File Drawer(s) ½
- ☐ Microfilm Reel(s) _____
- ☐ Computer Tape(s) _____
- ☐ Other (Specify) _____

10. Annual Accumulation

Number

- ☒ File Drawer(s) ½
- ☐ Microfilm Reel(s) _____
- ☐ Computer Tape(s) _____
- ☐ Other (Specify) _____

---

11. File is Used ☒ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number

13. Current Location(s) (Bldg. Floor. Room) MIT	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☒ No ☐ Yes

15. Access Restrictions ☐ Yes ☒ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☒ No	18. Recommended Retention Retain 3 years, then destroy

19. Name and Title of Preparer   PAUL M. THORN

20. Telephone Number 263-7945	21. Date 9-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title _Electronic Databases_	5. Earliest Year/Latest Year _1993_ to _Present_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Computer DATA BASE files

7. Record Series Format(s)

☐ Letter Size ☐ Micro Film
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☒ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. Record Series Sequence

☒ Alphabetical

☒ Numerical

☒ Chronological

☒ Geographical

☐ Other (Specify) _____

9. Volume

Number

☐ File Drawer(s)_____
☐ Microfilm Reel(s)_____
☒ Computer Tape(s)__1__
☒ Other (Specify)_4 GB_

10. Annual Accumulation

Number

☐ File Drawer(s)_____
☐ Microfilm Reel(s)_____
☒ Computer Tape(s)_____
☒ Other (Specify)_½ GB_

11. File is Used

☒ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After

_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg. Floor, Room)

MIT

14. Is Record Series Duplicated Elsewhere? (If yes, specify office)
☒ No   ☐ Yes

15. Access Restrictions ☒ Yes   ☐ No
(If yes, cite law(s) & regulations)

16. Audit Requirements

☐ None ☐ State ☐ Federal ☒ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.)
☒ Yes ☐ No
System & Application Dependent

18. Recommended Retention
Delete or destroy entire file or individual records when no longer admin. useful

19. Name and Title of Preparer	PAUL M. THORN	
20. Telephone Number	263-7945	21. Date 9-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
		PAGE _____ OF _____

1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Security Backup & Recovery	5. Earliest Year/Latest Year _____ to _____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Backup tapes of Datafiles, Program & Control files

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Micro Film ☐ Legal Size ☒ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (Specify) _____	Number ☒ File Drawer(s) __1__ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☐ Other (Specify) _____
		10. Annual Accumulation Number ☒ File Drawer(s) __1__ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☐ Other (Specify) _____

11. File is Used ☒ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After __1__ ☐ Month(s) ☒ Year(s) Number

13. Current Location(s) (Bldg. Floor, Room) P & Z	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☒ No ☐ Yes

15. Access Restrictions ☒ Yes ☐ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☒ Yes ☐ No tape ID	18. Recommended Retention Retain off site until replaced or superceded, then destroy

19. Name and Title of Preparer   PAUL M. THOREN

20. Telephone Number 263-7945	21. Date 9-6-96

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
		PAGE _____ OF _____

1. Department Finance	2. Division Management Information Technology	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title ~~PR~~ COMPUTER PROGRAM & CONTROL files	5. Earliest Year/Latest Year 1993 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.
APPLICATION   LISTING & ELECTRONIC copy/
COMPUTER PROGRAM (SOURCE & OBJECT) & CONTROL
PROCEDURES & OPERATING System files

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Micro Film ☐ Legal Size ☒ Computer Tape ☐ Bound Book ☒ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____ _____ _____ _____ _____	☒ Alphabetical ☒ Numerical ☒ Chronological ☐ Geographical ☐ Other (Specify) _____ _____ _____	Number ☒ File Drawer(s) __3____ ☐ Microfilm Reel(s)_____ ☒ Computer Tape(s)_____ ☒ Other (Specify) 1GB
		10. Annual Accumulation Number ☐ File Drawer(s)_____ ☐ Microfilm Reel(s)_____ ☐ Computer Tape(s)_____ ☒ Other (Specify) ~~1GB~~ 0

11. File is Used ☒ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number

13. Current Location(s) (Bldg. Floor, Room) MIT	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☒ No ☐ Yes

15. Access Restrictions ☒ Yes ☐ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☐ No	18. Recommended Retention Retain until Records conver Delete or Destroy files when no longer Admin. Useful. (OVER)

19. Name and Title of Preparer PAUL M. THORN

| 20. Telephone Number 212-7911 | 21. Date 6/1/01 |